

THOROUGH EXAMINATION COURSE
CERTIFICATION OF STUDENTS

References:

- A. Minutes of Fork Truck Association Board Meeting 10th April 2001 – Paragraph 10
- B. Report on Open Meeting 4th July 2001 – Paragraph 4

There is a requirement to ensure that only experienced and competent service engineers attend the Fork Lift Truck Association sponsored Thorough Examination courses at F-TEC. The Board has decided that to attend this course an engineer must:

1. Have a minimum of 5 years' experience as a fork truck service engineer. (Some experience from related trades may be acceptable, but this will be assessed on a case by case basis.)
2. Be capable of inspecting a full range of fork trucks for safety critical items other than the chains and forks. (Engineers who are already able to inspect chains and forks, but who have not been formally assessed, may also attend the course. They will still need to attend the entire course.)

Two senior members of the sending company must certify the above criteria before an engineer can be accepted onto the course. This certification must be by at least one director or senior manager of the company and should include, where possible, the service manager or equivalent.

Please complete and return the attached form to the Association office as soon as possible. The form must be sent by post and be endorsed with original signatures. Photocopies and faxes will not be accepted. The acceptance of your engineer onto the selected course will then be confirmed to F-TEC. F-TEC is not able to accept engineers onto this course who have not been confirmed by this office.

I appreciate that this involves you in further administration. Please accept that the purpose of this enhancement to the enrolment procedure is to improve overall standards in this critical area of Association activities.

Peter Harvey
Chief Executive



THOROUGH EXAMINATION COURSE
CERTIFICATE OF PREVIOUS EXPERIENCE & EXPERTISE

This is to certify that _____
(name in full)
has the following experience as a fork lift truck service engineer:

<u>From</u>	<u>To</u>	<u>Company</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: If the above does not indicate a minimum of 5 years' fork truck experience please indicate on a separate sheet of paper why you think this engineer should still be considered suitable for this course, sign and date it and attach it to this form.

In our opinion, based on practical experience of his/her work, the above named engineer is able to inspect all safety critical items* on a fork truck and report his/her findings in an accurate and clear manner. He/she has sufficient confidence and maturity to be able to report on such inspections without fear of compromise or intimidation.

<u>Signature</u>	<u>Name</u>	<u>Date</u>	<u>Position in Company</u>
_____	_____	_____	_____
_____	_____	_____	_____

- *Safety Critical Items
- It is understood that the engineer is not able to inspect chains and forks, or has not been formally assessed on this ability, and this is the reason for attending the course.
 - Items which the engineer must be able to inspect prior to attendance on this course include:

All Hydraulics	Braking Systems (hydraulic, pneumatic, mechanical and electrical)	Steering Systems
Traction Systems	- to include mountings, fluids, seals, controls, cables, linkages, exhaust, batteries, tyres and wheels	
Safety Systems	- to include warning devices, interlocks, wire guidance systems, data plates, and control labels	
General Structure	- to include chassis, roll-over protection, seat mountings and operator restraints	